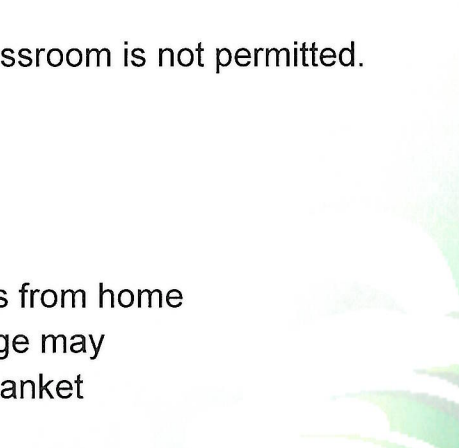


## **DISCIPLINE**

Teachers will establish rules concerning general behavior that will contribute to a positive learning environment. Deliberate disobedience, disrespect, cheating, lack of courtesy, incomplete homework, violation of classroom rules, tardiness, and other infractions will ordinarily be handled by the teacher. Recurrent or unusual situations, as well as major violations, will be referred to the administration. If the student persists in undesirable behavior, more severe action will be taken by the administration. Such action includes suspension, probation, and/or expulsion.

Students are expected to be in the classroom on time and prepared each day with their supplies and assignments. Students are expected to be active participants (take notes, involved in discussion, respond when called upon, etc.) in class activities. Students are expected to have proper posture and manners. They may not leave a classroom without the permission of the teacher.

### **Pre-K and Kindergarten Rules:**

- Physical Abuse – hitting, biting, pushing, fighting, grabbing, shaking, squeezing, pinching, spanking, and swatting will not be used toward any child. It will not be tolerated by others.
  - Mental and Verbal Abuse – shaming, humiliating, name calling, foul language, or frightening a child will not be used toward the children or be tolerated by others.
  - Kind words and actions will be used.
  - Spitting at others is not allowed.
  - Climbing or sitting on other children is not permitted.
  - Throwing things is not allowed.
  - Running, jumping, or screaming inside the classroom is not permitted.
  - Have respect for others and their belongings.
  - Use good manners.
  - Nap time is quiet time.
  - Follow instructions.
  - Use toys respectfully. Please do not bring toys from home as they are often difficult to share and breakage may occur. The exception is a special soft toy or blanket for nap time.
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## ***Expectation of Excellent Character***

Students at the Academy will be expected to observe the following rules of conduct at all times, and in all places, on or off campus, including all school sponsored events.

- ❖ I will endeavor to discover my God-given talents, develop those talents, and devote them to honoring God and building a better world.
- ❖ I will show respect to all adults and submit to those in authority.
- ❖ I will act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty.
- ❖ I will strive toward unquestionable character in dress, conduct, attitude, and respect for authority.
- ❖ I will show care and concern for others in my words and actions.
- ❖ I will observe the dress code of the Academy of Excellence and will reflect Christian modesty and values in my appearance.
- ❖ I will not engage in discussion about cheating, lying, stealing, or lewd behavior, nor will I participate in or tolerate such behavior.
- ❖ I will refrain from the use of profanity, vulgarity, suggestive speech, sexually explicit language or any other type of writing, print material, innuendo, or conversation which is inappropriate for a Christian.
- ❖ I will respect the property of the Academy of Excellence, the staff, and my fellow students.
- ❖ I will not engage in the use or possession of tobacco, drugs, and/or alcoholic beverages.
- ❖ I will not engage in any inappropriate public display of affection.
- ❖ I will endeavor to cheerfully obey directions and cooperate with others.

## ***Honor Code***

Academy of Excellence students will not cheat, lie, steal, vandalize, or do anything detrimental to the Academy community. By signing the Honor Code, students agree to abide by and uphold these standards, whether on or off campus, and to adhere to the code as well as all standards of behavior outlined in the handbook.

## ***General Guidelines for Student Behavior***

The Academy of Excellence requires a high standard of behavior from each student enrolled. Students are expected to work diligently at the task of learning, cooperating with teachers, and following the Golden Rule in relationships. All behaviors that contribute to a positive learning environment are encouraged. Any behaviors that detract are unacceptable. All students should be aware of and adhere to the following:

- Students shall treat the teachers and staff of the Academy of Excellence with courtesy and respect at all times. Talking back or arguing with teachers or staff is unacceptable.
- Students shall promptly and cheerfully obey directions, instructions, and requests of their teachers.
- Students shall respect the rights and property of others.
- Cell phones may not be used during the day by students. If a cell phone is seen in use or is heard ringing, it will be taken by the staff and held in the school office where it may be claimed by the student's parents. The same rule applies while students are riding the Academy vans.
- Students are not allowed to chew gum in the school building.
- Students who willfully destroy property will be dismissed until restitution is made.
- No weapons (toy or real) are allowed.
- Movement in the halls, whether between or during classes, must be done quietly and in an orderly manner.
- Misbehavior on the Academy van will not be tolerated.
- Back-talk, disrespectful or foul language, and threatening actions will not be tolerated in the classroom.



## ***Parental Responsibility***

A student's success in school is dependent on the school and parents working together. You will greatly enhance the effectiveness of this school by helping in the following ways:

- Please attend the back to school meeting at the start of every new school year.
- Purchase and ensure your student has with them all required supplies as specified by teachers on supply lists.
- Pray for the school administration, the teachers, and the students.
- Work cooperatively with your child's teachers to help your child achieve optimum success.
- Attend all requested conferences and respond to parental notification forms and disciplinary reports.
- If you have a question, comment, or complaint, we ask you go directly to the person or persons involved to discuss it. Do not discuss the matter with other parents or students. Doing so creates unnecessary strife and resolves nothing.
- Parents are expected to help with all fundraisers.
- Endeavor to have your child at school on time, and be prompt to pick your child up on time at the close of the school day.
- Notify the school in the following instances:
  - Your child will be absent.
  - Your child should not go outside to play.
  - Your child is to leave school early.
  - Other adults need to be added to your child's "pick-up list".  
(This change should be made in person.)
  - Any of your contact information has changed.

